SECRET

OSI ADMINISTRATIVE STAFF

General Comments & Recommendations

1. The Admin. Staff, OSI, consists [redacted] positions defined as follows: 25X1

25X1

Chief, Deputy & Sec'y
Personnel Officer, Asst. Pers. Officer and Typist
Budget Officer, Budget Asst., and two Admin. type positions handling travel and services
Training Officer & an Asst.
Security Officer & an Asst.

[redacted]

2. The Staff personnel have been identified and located by functional groups. The Staff is not sectionalized officially on the T/O.

3. The usual administrative activities are carried on by the Staff (see par. 1 and the References above). In addition, the Staff is performing practically all administrative type activities for OSI, e.g., (a) the preparation, coordination and processing of research contracts, (b) all travel arrangements and voucher preparation, (c) arrangements for meetings, conferences, lectures, etc., and (d) a variety of security and personnel activities peculiar to the OSI operation.

4. The nature of the OSI mission generates an above average amount of administrative type activity because of, (a) the utilization of a large number of consultants, (b) the research contract program, (c) the travel of scientific specialists to companies, universities and other places for inspections, lectures, training, etc.; (d) the unusual security aspects of the foregoing and the problems arising from the several security systems of agencies with which OSI must maintain close working relationship, and (e) other problems of similar character. These activities have been detailed in the procedures for each group (see Reference above).

5. The Staff appears to be operating effectively; there was no evidence that the centralizing of administrative activities was resulting in a bottle-neck; and no backlogs were observed. Much of the processing and liaison work is carried on by telephone; the more formal actions are carried on through logical procedures. No defensive records or files are maintained and there is not an excess of statistical reporting.

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Excellent budgetary records are maintained through the use of a Funds Control Register, with adequate breakdowns, and by the immediate obligation of funds upon the issuance of any obligating document. The Register is compared with Comptroller reports monthly and errors are reconciled.

6. At the time of the survey, the association of tasks in the Budget, Personnel and Security groups was found to be logical. The responsibilities and activities of the so-called Training and Liaison group [redacted] 25X1 did not appear to justify Section status for this group, for the following reasons:

a. Evaluation of the detailed listing of the tasks performed, (as furnished by the Training Officer - see detailed listing of tasks), direct observation by the analyst and discussions with other OSI personnel showed a clerical operation having a comparatively low level of authority and responsibility. Authority for the development of training courses, imputed to this position in discussions with the OSI Executive Officer, appeared actually to be coordination and liaison activity between the desires and requirements of OSI and the Office of Training.

b. Commonly, at this organizational level, training activities are carried on by a clerk in the Personnel element.

c. The word "Liaison" as applied to this activity is misleading. The clerk associated with the Training Officer, through formal and informal means and channels, obtains a variety of approvals and arrangements concerning the security aspects of visits of OSI personnel and consultants to other governmental and industrial organizations for the purpose of lecturing, orientation, inspection, etc. The activity would be more properly associated with the responsibilities of the Security Officer.

However, in the fact of strong OSI opposition, it was decided not to press for the change at this time.

7. The present position of Deputy Chief of the Staff appears to be excess and should be deleted. This position, and the job description which supports it, tend to weaken both the position of Chief and the positions of the heads of each group in the Staff. Given adequate quality of personnel to head up the three groups (which appears to be true at present) and with each held fully responsible for his activities, the Chief--with a qualified secretary or admin. assistant--should be able to operate satisfactorily.

8. The Budget Officer, being a senior employee on the Staff and fully knowledgeable of its operation, could act as Deputy in the absence

of the Chief (who also doubles as Deputy to the Executive Officer). This added duty and the complicated and increasing activity in the Budget group in the processing of research contracts are justification for the addition of a new clerical position in the Budget Section. The position formerly occupied by the Deputy to the Staff Chief could be converted to a clerical position in the Budget Section, without increasing the Staff T/O.

9. In summation, it is recommended that:

a. The present Staff groupings be formalized on the official T/O as Sections [redacted]

25X1

b. The position identified as Deputy to the Staff Chief be deleted.

c. A clerical position be added to the Budget Section to assist in processing research contracts and other similar tasks.

NOTE: The above recommendations have been accomplished.

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Budget and Services Group

OSI Administrative Staff

PROCEDURES COMMENTS

1. **Budget Preparation**

Budget Officer:

a. Prepares memo to Div. and Staff Chiefs (11 accounts) requesting review of present budget and preparation of estimates for next annual budget.

b. Receives estimates and consolidates, by subject classification, for AD review - supported by division and staff justifications.

c. Attends AD meetings to consider budget proposals.

d. Receives AD approval to estimated budget and coordinates with DD/I elements to get overall totals.

e. Converts approved estimates from Object to Activity breakdown.

f. Prepares Forms 628-629 for Elint, OSI and overseas Activities. (In 6 copies) and submits to Office of the Comptroller thru AD/OSI and DDI.

g. Coordinates for OSI with DDI and Compt. on questions and/or adjustments.

h. Receives call for Estimate from Compt. giving firm total which OSI may use in preparing official Office Estimate.

i. Converts preliminary estimate into Office Estimate based on totals authorized by Compt. broken down by Object, Activity, Vouchered, Unvouchered, Contracts, etc. (est. 100/150 sheets in final draft).

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PROCEDURES COMMENTS

j. Submits Office Estimate to Comptroller thru AD and DDI.

k. Coordinates with DDI and Compt. on questions and adjustments.

2. Allocation - Obligation - Expenditures Control (Funds Control Register)

Budget Officer:

a. Receives OSI allocation of funds from Compt.

b. Computes schedule of fixed and estimated operating costs by component for FY.

c. Prepares condensed statement for Compt. of proposed allotments by quarters, by Activity, by 01 and other funds - Form 234.

d. Receives Compt. report of allotments by Quarters - Form 716 - (Subject to later revision).

e. Sets up Funds Control Register by Component, Object Classification, Vouchered and Unvouchered money, and Property Accountability. Register show allocation, Obligations, Expenditures, Adjustments, Unexpended Balance - Detail of purchased items, and account numbers for Commo, Medical and Logistic stocks procured.

f. Signs every obligating document (As Authorizing Officer) certifying availability of funds - requisitions, travel orders, reimbursements, etc. - except payrolls.

g. Posts obligating document to Funds Control Register and forwards document to proper office.

PROCEDURES

COMMENTS

h. Receives monthly statements of expenditures, from Fiscal and Finance, showing:

Allotments
Obligations
Expenditures
Adjustments
Balances

i. Posts expenditures to Funds Control Register, adjust obligation records and balances - this reconciliation picks up actual payroll expenditures.

j. Balances Funds Control Register monthly and reconciles any differences with Compt.

k. Posts travel costs to show cost of travel and cost of Per Diem.

3. Adjustment to Allotments:

Budget Officer:

a. When need arises, new project, special contract, etc. - prepares request for amended allotment, with justifications, and signs off for OSI.

b. Forwards request to Compt.

c. Receives Advice of Allotment - Form 716 authorizing transfer of funds.

d. Posts Funds Control Register to reflect changes in accounts.

4. Adjustment to Allocations:

Note: 1. May result from average, shortage or the transfer of components or functions.

2. Action may originate in OSI, DDI, Compt. or elsewhere.

3. All actions require DDI/Admin. concurrence.

Budget Officer:

PROCEDURES | COMMENTS

a. Receives Form 107 - Advice of Allocation - from Compt. showing initial Allocation, change and new totals.

Note: This form is the result of conferences between the Budget Officer, DD/I (Admin.) and the Comptroller.

b. Maintains folder of change notices, in sequence - the latest reflecting the current status of OSI allocations.

5. Correction of Errors:

Budget Officer:

a. Prepares Form 128 to inform Compt. of errors found in reconciling Monthly Expenditures Listing - e.g., wrong account or wrong FY.

b. Receives form from Compt. stamped to show correction of error.

c. Prepares Form 940, if error concerns Property Accounts, and forwards through Logistics to Comptroller - form is stamped and returned.

6. Reimbursement for Military Payrolls:

Budget Officer:

a. Receives machine run of each months military personnel on duty with OSI and their salaries.

b. Prepares covering memo to OP/Mil. Pers. Div. certifying that the officers were on duty.

c. Posts Funds Control Register (in total by months).

7. Civilian Payrolls - Including Consultants:

Budget Officer:

a. Receives machine run of payroll checks.

PROCEDURES **COMMENTS**

b. Computes breakdown by Lump Sum Leave, Overtime, Consultants, etc.

c. Posts expenditures to Funds Control Register.

d. Retains last (totals) sheet of each run for file.

8. **Board of Survey Actions:**

a. Budget Officer is OSI coordinator for claims of loss or damage - equipment, household goods, misc. loss or damage.

25X1

9. [redacted] **Overseas Shipment:**

Budget Officer:

a. Receives memo from Division detailing equipment required.

b. Prepares requisitions on Logistics - some may be for local use, for overseas shipment to OSI people, or may be for USIS or State people overseas.

c. Obligates funds and signs requisition.

d. Develops packing and shipping directions.

e. Arranges for means of shipment - pouch, air or sea freight.

25X1

f. Arranges [redacted] to have Embassy personnel travel to central overseas point to be briefed in the use of the equipment.

1) If so, BO prepares vouchers to reimburse USIA or State for travel and Per Diem.

g. Prepares shipping documents.

10. **Petty Cash (Imprest) Fund:**

Budget Officer:

PROCEDURES COMMENTS

a. Performs as Imprest Fund Cashier - is bonded.

b. Drew base fund ($150).

c. Pays out on basis of proper receipts.

d. Prepares reimbursement voucher when necessary.

11. Logistics Support:

(Note: Budget Officer is the OSI Responsible Officer.)

Budget Officer:

a. Prepares requisition, based on division memo, for all operational supplies and equipment.

b. Clerk receives, signs for, and disburses all items delivered to Barton Hall.

c. Makes physical audit of accountable items annually.

d. Clears employees having accountable items when they leave OSI.

e. Maintains a money column in Funds Control Register for accountable items and folder of detail sheets.

f. Verifies machine listing from Finance Div. which shows vouchered line items pruchased each month and cumulative totals.

12. External Research Projects

(Approx. 52 in 1958 - each processed according to OSI Regulation 50-172)

Budget Officer:

a. Receives preliminary study from division for sign off as to funds availability.

b. Comments on routing sheet and forwards to AD.

PROCEDURES **COMMENTS**

c. Receives, from the Division, a firm proposal from contractor, a funding proposal for the project, and a restatement of the project scope.

d. Again comments on funds availability and forwards to AD - may involve transfers, additional money from DDI or other arrangements.

e. Receives AD approval and/or comments.

f. Receives from Division a draft of the substantive portion of the final Staff Study - OSI and Agency Regs. prescribe the format and processing required for contracts.

g. Is responsible for:

  1) Coordination with Office of Security

  2) Preparation of the funding section of the Study.

  3) Coordination with other interested Agency elements.

h. Composes final draft of Staff Study, incorporating appropriate suggestions of all interested parties.

i. Prepares ditto mats for Study.

j. Forwards mats to divisions, staffs and others having review authority - then to Ex/O and AD for sign off.

k. Reproduces and assembles required copies.

l. Forwards copies to DDI - or through DDI to PRC - for final approval.

m. Receives approved copies from DDI or PRC.

n. Distributes copies for info to interested components.

PROCEDURES COMMENTS

o. If with Firm or University:

1) Prepares Requisition for OL/R&D describing project and requesting a contract.

2) Obligates funds in Funds Control Register.

Note: In some instances BO may request Logistics to establish a base contract and perform investigations in advance of any specific proposal - an expediting procedure.

3) Maintains coordination with OL during the contracting process.

4) Receives copies of contract from OL and distributes to Project Officer.

p. If with an Individual:

1) BO and Project Officer contact OP/Contract Pers. Div. and request OP to initiate contract proceedings.

2) Coordinates with OP during contract negotiations.

3) Receives final contract from OP and distributes to Project Officer.

4) Obligates funds in Funds Control Register.

5) Arranges for the collection of hours worked by Contractor, means of payment, and other details.

q. If with other Government Agency:

1) Request an OSI Officer to negotiate an agreement with Agency.

2) Prepares memo to Comptroller requesting that financial arrangements be set up with the Agency.

PROCEDURES COMMENTS

3) Receives memo from Compt. giving details of arrangements with Agency.

4) Obligates funds in Funds Control Register.

r. Coordinates requests and orders any physical or security materials called for by contract.

s. Maintains folder file on each contract, including copies of all documents, reports, etc.

13. Dept. of State Publication: (Government Sponsored Foreign Area and P/W Research Contracts.)

Note: A quarterly publication listing contracts of all government agencies in this field - shows Agency, Contractor, Subject, Amount, Duration.

Budget Officer:

a. Prepares statements on CIA/OSI contracts to be listed in booklet.

b. Submits to State thru DCI/Bissell Office.

c. Searches new publication when new contracts are proposed to see if any similar contracts are underway in other agencies.

14. Covert Conferences:

Budget Officer:

25X1 a. [redacted]

b. Follows through on accountings and the settlement of bank accounts, etc.

c. Assists in cover arrangements for travelers.

15. Special Technical Lecturers:

Budget Officer:

a. Arranges with OP/Contract Per. Div. for agreement to bring in lecturers, pay travel costs and fees, in lieu of formal contract.

PROCEDURES COMMENTS

16. Travel Vouchers

a. Budget Officer reviews vouchers to assure correct per diem and operational funds accounting.

17. Domestic Travel Orders:

Travel Clerk:

a. Receives travel request from Div. - memo form.

b. Works out schedule - leaves, arrives, dates, etc.

c. Contacts Central Processing Br./OP usually by phone - furnishes info needed to obtain tickets and reservations.

d. Receives - or picks up - tickets from CPB/OP - or may personally obtain from airlines.

e. Sends copy of Orders and Request for Advance - if any - to Fiscal Div.

f. Picks up advance from Fiscal Div. when ready.

g. Delivers tickets, advance reservations, etc., to traveler.

18. Travel Vouchers:

Travel Clerk:

a. Receives itinerary, receipts and expense lists from traveler.

b. Checks out allowable items and per diem details.

c. Prepares voucher and gets signature.

d. Forwards to Fiscal for payment.

e. Receives checks from Fiscal, posts voucher copy, and forwards - or hands - to individual.

PROCEDURES | COMMENTS

f. Maintains folder file on each employee who travels, containing copies of orders, vouchers, advances, schedules, etc.

Note: Travel clerk also prepares any vouchers for the reimbursement of persons for other reasons, e.g., losses, damages, moves of household goods, etc.

19. Receive Shipments:

Travel Clerk:

a. Receives and signs for all operational supplies and equipment delivered to Barton Hall.

b. Notifies proper division to assure that items are picked up.

c. Matches delivery ticket to requisition and informs BO of receipt.

20. Stock Issue Furniture and Equipment:

Travel Clerk:

a. Receives request from Div.

b. Places order with Building Supply Officer with justification if necessary.

c. Receives delivery and signs shipping ticket.

d. Acts as escort to crew while delivering items to Division.

e. Turns copy of shipping ticket to BO for posting to accountability records.

21. Building/Equipment Maintenance:

Travel Clerk:

a. Receives requests for service.

b. Contacts OL for service.

PROCEDURES | **COMMENTS**

c. Follows-up to assure that service is performed.

22. **Misc. Tasks:**

Travel Clerk:

a. Misc. typing

b. Services ditto and other reproduction equipment.

c. Prepares and services all requests for reproduction in [redacted] 25X1

23. **Foreign Travel Orders:**

Admin. Asst:

a. Receives memo re: foreign travel from Div.

b. Checks memo for completeness and forwards to Ch/Admin. and Ex/O for approval.

c. Checks with Medical or physical and shot record of traveler.

25X1 d. Prepares memo to [redacted]

1) May check on Pass Port - new - renewal.

e. Prepares staff study to obtain official approval - AD/DDI Field Coordination Staff/DDI Asst. for Admin. and to DD/P [redacted] for coordination. 25X1

f. Writes cables for DD/P release notifying the field of visit and purpose.

25X1 g. Writes Travel Orders - coordinates them with DD/P Area Desks - Ops [redacted] OP/Cent. Proc. Br. - and sometimes with OP/Mil. Pers. Div.

h. Prepares and processes Request for Advance.

i. Delivers tickets and advance to traveler.

24. **Foreign Travel Voucher:**

PROCEDURES **COMMENTS**

Admin. Asst:

a. Receives trip report from traveler - places, dates, arrivals, departures, expense items, etc.

b. Calculates foreign currency equivalents for each country.

c. Balances out the per diem allowance for the trip.

d. Prepares voucher, obtains signature, and attaches necessary supporting papers, tickets, receipts, etc.

e. Forwards to Finance Div.

f. Cooperates with Finance in any adjustments.

g. Maintains folder file of each person who has traveled overseas.

25. **Misc. Tasks**

Admin. Asst:

a. Responsible for:

1) General Service Maintenance.

2) Telephone installation, moves and repair.

3) Space arrangement and moves.

4) New Building space layout.

5) Parking areas assigned OSI.

6) Property passes on any accountable equipment.

7) Accountability for Recorders and Dictaphones.

PERSONNEL GROUP
OSI ADMINISTRATIVE STAFF

PROCEDURES **COMMENTS**

Initial Placement:

1. **Clerical types:** (from Pool)

   a. OP prepares F 1152a and sends with appointee.

   b. Personnel makes verbal request to OSI Security Group for OSI Clearance.

   c. Personnel establishes OSI Personnel folder for employee.

   d. Pers. makes OF 4B Form and files in Personnel Folder when appointee is placed in OSI.

2. **Professional Types:** (Applications)

   a. Personnel files logges into OSI in Ch., Admin. Office by Name, Type (employee or applicant), who requested file, and later, where file sent and when returned to OP.

   b. Pers. reviews file for OSI interest and for possibility of SI clearance.

   c. File sent to Division with action sheet attached.

   d. Division reviews and completes action sheet-requests interview or specifies no interest--and returns file to Personnel Group.

   e. If no interest, file is returned to OP with memo statement as to reasons for rejection.

   f. File is logged out of Admin. Staff

   g. If interview is requested, file is returned to OP with memo statement requesting interview.

   h. File is logged out of Admin. Staff

i. File is logged back into Staff after OP arranges interview.

j. Pers. attends interview with division Chief and applicant and writes memo for the record.

k. If applicant not qualified, file is logged out of Admin Staff to OP with rejection memo.

l. If OSI wants to hire; Pers. Group prepares F1152a, form 52, form OF 4B, and individual folder.

m. Pers requests Security Group to obtain SI clearance.

n. Form 52 and Personnel File returned to OP (file logged out by Admin. Staff) routed as follows:

   1) GS 12's and 13's through Ex/O, OSI.

   2) GS 14's and above through OSI Career Service Board and DD/I.

o. Pers. records Effective Date on the 1152a and OF 4B from Form 1150 (when received from OP) and sends 1150 on to division and individual.

Note: Travel Orders and Vouchers in connection with interview are prepared by travel clerks in Budget-Travel Group, Admin. Staff.

Efficiency Ratings: (Fitness Reports)

1. Pers. Group receive OP lists of Fitness Reports due from OSI.

2. Pers. prepares sets of form 45, parts 1 and 2, and sends to appropriate division.

3. Pers. maintains 3 x 5 card for each employee as Fitness Report Log showing date due, date sent to division, date returned to OP, and type of report.

3. Suggest card system be discontinued-info. be posted to OF 4B instead. OP list would be sufficient tickler file of reports in process in OSI.

4. Pers. reviews completed reports for inconsistencies and for sub-standard performance.

5. Pers. confers with divisions to resolve inconsistencies.

PROCEDURES	COMMENTS
6. Pers. prepares memo to OP on substandard performance and proposed corrective action.	
7. Pers. retains copy of Fitness Report in individuals OSI folder.	
8. Pers forwards Fitness Report to OP, with any required memos, through: a. Chief, Admin. Staff if sub-standard performance, for review of memo. b. DD/I if Report prepared by AD/OSI.	
9. Pers. initiates request for Fitness Report under following conditions: a. Reassignment b. Change in supervision c. Promotion	
Career Preference Outline	
1. Pers. sends CPO to appropriate division when an employee becomes eligible for membership in Career Service.	
2. Pers. receives completed CPO with supervisor and division chief indorsements.	
3. Pers. reviews CPO and completes data concerning EOD, non-agency experience, etc.	
4. Pers. forwards to Career Service Board through Ch., Admin. Staff.	
5. Pers. receives CPO from Career Service Board with approval and/or recommendations.	
6. Pers. maintains notebook posted to show members and type of job (s) desired.	6. Question the value of the notebook record in actual usage.
7. Pers. forwards CPO to Training Group for notation of requests for training.	
8. Pers. files copy of CPO in individuals folder.	

PROCEDURES **COMMENTS**

Job Descriptions and Classification

1. Pers. receives requests for changes in classification or descriptions.

2. Pers. provides assistance and guidance in writing descriptions.

3. Pers. reviews format of classifications, compares with other similar jobs and checks level of duties--standard descriptions for practically all OSI jobs.

4. Pers. forwards requests to OP for wage and classification action.

5. Pers. receives OP action notice, corrects OF 4B and T/O records, and informs division of OP action.

Recruitment

Note: OSI recruitment is governed by DD/I Vacancy procedures. Only after vacancy notice has expired, with no selection being made, can a recruitment action be started. OSI relies on OP for applicants. Clerical personnel are obtained from OP Clerical Pool. All recruitment actions put in process are submitted to DD/I prior to OP action.

1. Pers. sends recruitment request to OP on form 52, listing; job description and qualifications on reverse side.

Statistical Reports--Personnel Group

1. Pers. prepares monthly report for Ch. Admin. Staff showing pertinent OSI personnel data:

   a. T/O

   b. On duty strength

   c. Training

   d. LWOP

   e. Military personnel

   f. Overseas On Duty and Vacancies

PROCEDURES **COMMENTS**

g. Resignations and Transfers

h. EOD listing

i. Promotions

j. Overtime

2. Pers. furnishes data for two charts maintained for AD:

   a. Personnel Status Chart (T/O and On Duty).

   b. Quarterly Growth of Personnel Chart

Personnel Files

1. Pers. maintains individual personnel folder for all on duty personnel, consultants and applicants in process.

2. Pers. screens folder when employee leaves OSI:

   a. OF 4B is placed in inactive file.

   b. Documents concerning reemployability are retained.

   c. Other papers destroyed.

Note: Official OP Personnel files, while in OSI, are controlled by Log in Admin. Staff. Log shows **Name**, **Type**, **Date Received**, **Where Sent**, **Where Returned To**, and **Date Returned**.

Security

1. Personnel reviews all personnel files for "SI Clearability".

2. Personnel sends all employment actions to OSI Security Group for SI Clearance (File Personnel Action Sheets and Fg 64 Covering Routing Sheet).

Note: Security Group processes actions to obtain SI Clearance and returns forms to Pers. Group. (Security Group also obtains Q Clearances when necessary.)

PROCEDURES	COMMENTS
3. Pers. notifies Security Groups when exit de-briefings are required.	
Consultants	
1. Division initiates request for consultants.	
2. AD signs approval on request.	
3. Pers. initiates consultant processing using OSI check list - no form number.	
4. Pers. requests Registry Check from OP.	
5. OP reply sent to Division.	
6. Division notifies Pers. if still interested.	
7. Pers. requests Security Group to run Name Check.	
8. Pers. prepares Staff Study using Who's Who in American Science for biographic data.	8. Why not Division who knows most about the man and their needs.
9. Division or OO obtains Personal History Statement.	
10. Pers. prepares 1152a and forwards to O/P through DD/I, retaining copy.	10. Division could prepare 1152a with Staff Study.
11. OP prepares memo for DCI	
12. OP prepares contract	
13. Pers. reviews contract	
14. AD signs contract	
15. Pers arranges for consultant processing; OSI clearance, Bldg. 13, etc.	
16. Pers. prepares individual folder for each consultant.	
17. OP sends form F1150.	
18. Pers. files F1150 in individuals folder.	

PROCEDURES **COMMENTS**

19. Pers. Maintains alphabetical Log for consultants showing visits, hours, and salary, by FY, used to prepare annual report required by DD/I.

20. Divisions report to Pers. on visits of consultants.

21. Pers. prepares T&A cards, obtains signature of consultant and forwards to OC/Payroll (Payroll mails checks in most instances).

22. Pers. maintains Note Book Log listing All OSI consultants -- Name, Address, Clearance, Salary, using Division, Occupation and Specialty.

23. Pers. prepares annual report on Consultants as required by DD/I.

Reassignment Within OSI:

Note: DD/I Vacancy policy and procedure govern reassignments within OSI.

1. Division prepares notice as soon as a vacancy is known.

2. Pers. reviews notices from Divisions, consolidates and prepares OSI Vacancy Notice.

3. Pers. prepares Ditto Master.

4. Ch. Admin. signs Notice

5. Pers. reproduces Master (83 for DD/I, 20 to OSI Divisions, plus extras).

6. Ch. Admin. maintains Log of Vacancy Notices -- Slot No., Office, Grade, Due Date, Nominees, Date to Career Board, Board Action, Date of Notification.

7. Ch. Admin. Logs Vacancy Notice and distributes to OSI and DD/I.

8. Ch. Admin. receives and logs applications - holds until announced deadline.

8. Standard Form 1226 could be used to advantage in lieu of bootleg forms.

PROCEDURES COMMENTS

9. Pers. obtains files of any non-OSI applicants and refers all applications to appropriate Division (s).

10. Division interviews applicants and prepares memo of recommendation to Career Service Board.

11. Pers. reviews memo and makes further recommendation if necessary.

12. Ch. Admin. reviews memos and presents to CSB.

13. Ch. Admin. prepares memo to AD on CSB action.

14. AD approves or disapproves.

15. Ch. Admin. notifies OSI candidates--Pers. notifies outside candidates--of the result of CSB action.

16. Pers. prepares F1152a for accepted candidate (s)

17. Pers. arranges date of transfer by agreement with offices concerned.

Reassignment Outside OSI:

Note: DD/I Vacancy policy and procedure govern reassignments within DD/I.

1. Ch. Admin. receives vacancy notices from other DD/I components.

2. Ch. Admin enters on Log and distributes to Divisions.

3. Pers. receives OSI applications

4. Ch. Admin. and Pers. screen applicants--only 2 per position can be submitted by OSI.

5. Ch. Admin. signs applications submitted--in effect this is CSB approval.

PROCEDURES **COMMENTS**

6. Pers. receives F1152a if candidate selected--notifies other candidates not selected.

7. Pers. assists in establishing release date.

8. Pers. clears individual folder.

Details Within OSI:

1. Pers. notified of detail and duration by Division.

2. Pers. or Division gets informal approval from AD or Exec. Officer.

3. Pers. notes the detail on individual OF 4B and in folder--no F1152a necessary.

Details Outside OSI:

1. Pers. receives memo from office requesting detail.

2. Pers. refers memo to appropriate Division for concurrence.

3. Pers. or Division get approval from AD.

Note: Details usually of short duration--if for extended period requesting office prepares F1152a for OSI concurrence.

Separations: (Voluntary)

1. Pers. receives memos initiated by employee.

2. Pers:

   a. Prepares OF 1152a for OP.
   b. Prepares "orchid letter" for AD signature.

   c. Informs Security Group of Name and date of resignation for debriefing.

   d. Arranges with OP for exit processing. (OSI conducts exit interview only in problem cases).

   e. Clears individual personnel folder.

PROCEDURES COMMENTS

f. Receives F1150 from OP and forwards to individual

3. Admin. Services Group check individual out on any property issues.

L.W.O.P.

1. Pers. receives memo from employee.

2. Pers. obtains Exec. Off. approval.

Note: No personnel action if 30 days or less--if over 30 days--

- a. Pers. prepares F1152a
- b. Ch. Admin. signs.
- c. Pers. forwards to OP.
- d. Pers. arranges for debriefing by Security Group.

Periodic Step Increase:

1. Pers. receives F560's from OP, with Master List.

2. Pers. distributes F560's to Divisions.

3. Pers. returns signed F560's to OP (with list).

Note: If F560 not approved, Pers. reviews with Division and prepares memo to OP explaining reasons.

Zone of Consideration:

Note: 1. Process is in compliance with Reg. 25X1 [redacted] as interpreted by OSI/CSB.

2. CSB meets periodically on pre-determined schedule to review personnel records for "promotability" and to assure that no one elegible is overlooked.

1. Pers. maintains Kardex Record of all personnel by grade for use of CSB in reviewing promotability.

PROCEDURES | **COMMENTS**

2. Division Chiefs have appropriate sections of OP Machine T/O Listings.

3. Division Chief is responsible for initiating promotion actions.

Orientation:

Professionals:

1. Pers. briefs professional employees concerning services provided by Admin. Staff elements and provides each with OSI Booklet.

2. Division Chief provides briefing and orientation tour of the divisions.

Clericals:

1. Pers. briefs clerical employees concerning services provided by Admin. Staff elements and on contents of OSI Booklet.

2. Office of Assignment provides briefing concerning local office routines.

25X1 **Promotions:** (Governed by [redacted]

Note: a. Promotions below GS-5 do not go to CSB.

b. Promotions to GS-5 and above are considered by CSB and recommendations go to AD.

c. CSB periodically determines the "promotability" of personnel in all grades. (CSB meets three times per month).

Note: This entire procedure is now being reconsidered by the CSB - seems to have little operational value.

B&C: Why second review by CSB?

For GS-5's and above

1. Division Chief prepares memo of justification.

2. Pers. receives memo:

a. Logs in - ditto form - no number.

PROCEDURES	COMMENTS
b. Reviews for completeness and current fitness report.	
c. Schedules for next CSB meeting on particular grades involved.	c. Possible long delay from initiation until next CSB meeting.
d. Posts Log to show date of CSB meeting.	
e. Hands to Ch. Admin. for presentation to CSB.	
3. CSB makes recommendation on each action--about four per month.	
4. Ch. Admin. writes up minutes of CSB meeting.	
5. Pers. posts Log to show CSB action.	
6. Ch. Admin. prepares memo for the record and memo for AD, grouping promotion actions.	
7. Pers. post Log to show actions sent to AD	
8. AD approves or disapproves.	8. Why all to AD? Suggest: 13's & Up AD 9 - 12's Exec. Off. 3 - 7's Ch. Admin.

9. Pers:

- a. Posts Log to show AD action.
- b. Prepares F1152a
- c. Prepares memo to Division informing
- d. Post of AD action Log to show items b and c above
- e. Forwards 1152a to OP

Note: GS-14's and above routed thru DD/I.

- f. Files memo of justification and copy of 1152a in personnel folder.
- g. Receives F1150 from OP and posts Effective Date to 1152a & OF4B in personnel folder.
- h. Forwards F1150 to Division and individual.

For GS-3's and 4's:

PROCEDURES **COMMENTS**

1. Promotion action same as above except:

   a. No CSB action

   b. Memo's go to Exec. Officer for signature.

Personnel Group
Major Records Maintained

Files 1. GP43 Kardex File
GP43's filed in relation to SLOT occupied by individual.

2. Kardex Promotion File
3x5 card for each employee set up by grade—Name, months in grade—division—slot blocked. A Zone Consideration record.

2. This file is support to CSB under Promotion [redacted] 25X1

3. Authorities and Delegations
File of Memo's which delegate authority and responsibility, external and internal, and who can sign for what.

4. Card File on Fitness Reports
3x5 card for each person—Name, date FR due—date sent to division—date sent to OP.

4. This record appears to be duplication—suggest use of OP lists for follow-ups.

5. Personnel Folders

   a. Individual folder for each employee to contain 52a's fitness reports—training reports—T/R's—CSB info—PHS's misc. personnel material.

   b. Same for Consultants.

   c. Same for people in process.

Registers 1. Qualifications of Professional Employees
(Loose Leaf Note Book)
Resume of education, experience, etc., of each professional employee same as in Personnel Folder.

Used by AD and Exec. Off.

		PROCEDURES	COMMENTS
	2.	Consultants Qualifications (Loose Leaf Note Book) Same as #1 above for Consultants on contract.	Same as one above plus division use.
	3.	Monthly Name Listing A name list of EOD's, resignations, transfers, promotions, etc.	Accumulation for month end reports.
	4.	Overtime Register Set up by Divisions to show overtime hours authorized for both professional and clerical and hours actually worked.	Accumulation for month end report.
	5.	T/O Register OP T/O runs, kept posted to date.	
	6.	Consultants Pay Register Recording for each consultant--subject of visit--T/A submitted--payment action.	Used for report and justification for renewals.
Logs	1.	Personnel Files Log of offical files to show--When received--To whom sent--When returned to OP.	
	2.	DD/I Vacancy Notices Log to show--Notice No.--Date No. of Slot--Office--Grade--Title--Due Date--Names of Candidates--Results.	
	3.	Promotion Actions Log showing Name, Grade--Date 1152s sent to OP--Effective Date.	A one sheet Index of promotion requests.